

**Commerce & Trade Action Team**  
**Meeting Notes**  
**June 25, 2004**

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**Attendance** John Stoker, Tonia Ritter, Tim Hoeffner, Pauline Misjak, Phil Kazmierski, Patrick Holland, Tamiko Burnell, Joe Pacella, and Mickey Blashfield,

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**Meeting Overview**  
*(25 words or less)* John Stoker opened the meeting with a discussion on approach the team has taken to develop the implementation plan. A first draft stakeholders list and preliminary plan was developed.

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**Meeting Notes**

1. Team began by revisiting the first tasks identified. Discussion on trying to prioritize tasks.
2. Suggestion made to bring in groups to talk about what they might already be doing.
3. Next meeting group will continue identifying the implementation plan for all tasks identified.

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**Action Items**

1. John Stoker will have work documents finalized.
2. Team members will identify who, what and by when how tasks may be accomplished for discussion at next meeting.

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**Proposed Agenda Topics For Next Meeting**

1. Continue working on Implementation Plan.
2. Draft agenda for the next meeting.
3. Establish dates and locations for future meetings.

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**Next Meeting Dates**

1. Friday, July 16, 2004, 9:00-1200, Brighton TSC